

**REGION 5 WORKFORCE DEVELOPMENT BOARD  
(RWDB)  
CHIEF ELECTED OFFICIALS  
(CEO'S)  
Monday, June 13, 2016  
4:00 p.m.  
IowaWORKS  
Three Triton Circle  
Fort Dodge IA 50501**

RWDB in attendance: Larry McBain-Chair Tom Salvatore  
Tom Grau Daniel J. DeWall-Vice Chair  
Mick Hatcher Dr. Dan Kinney

RWDB in attendance  
by phone: Margene Bunda Julie Geopfert  
Janet Adams

RWDB absent: Lois Irwin Jane Hambleton  
Logan Welch Pat Essing

CEO's in attendance: Carl Mattes Rick Rasmussen  
Clarence Siepker Doug Bailey-Chair  
Mike Cooper-Vice Chair

CEO's in attendance  
by phone: NA

CEO's absent: Clark Fletcher

Guests in attendance: Sara Messerly, Region 5 IWD Operations/WIOA Director  
Cynthia Meek, RWDB Staff Support  
Teresa Larson-White, Children & Families of Iowa  
Ann Waynar, ICC  
Pat Daly, IWD Budget Analyst

Guests in attendance  
by phone: Lori Kolbeck, IVRS  
Matt Winkel, Proteus

RWDB Chairperson Larry McBain called the regular meeting of the Region 5 RWDB/CEO to order on June 13, 2016 at 4:04 p.m. in the IowaWORKS office, Three Triton Circle, Fort Dodge, Iowa. Each person introduced themselves and stated their role or relationship to the boards. Both the RWDB and the CEO's had a quorum.

A motion was made by Tom Salvatore and seconded by Dan DeWall to approve the agenda. Motion carried unanimously by the RWDB. CEO Rick Rasmussen moved to approve the agenda with Mike Cooper seconding. Motion carried unanimously by the CEO's.

A motion was made by Dan DeWall and seconded by Tom Salvatore to approve the minutes from the May 9, 2016 meeting. Motion was carried unanimously by the RWDB. CEO Doug Bailey moved to approve the minutes from the May 9, 2016 meeting with Rick Rasmussen seconding. Motion carried unanimously by the CEO's. The meeting minutes for the May 9, 2016 meeting were approved with the correction to the name from "Iowa Children & Families of Iowa" to "Children & Families of Iowa". This was pointed out by Teresa Larson-White.

### **Approval of Region 5 WIOA Local Partners Memorandum of Understanding (MOU)**

Sara Messerly stated that the MOU had been sent out during the previous week for review prior to the meeting. The Core Partners received some initial guidance from the State Administration. This included a general template that contained some parts where language would be the same in all regions, while other parts of the MOU were to be customized for the local area by the local partners. The MOU required additional meetings of both the Core Partners, and also the additional Required Partners. The Core Partners developed a template page for all partners to complete, with information specific to their programs. The Partner pages have a great deal of information and will be a very helpful resource for everyone. All partners were required to sign a signature page stating that they were a partner in the MOU. The RWDB and CEO's were happy with the finished MOU that was presented to them. They thanked the partners for their work and time that was put into the MOU.

A motion was made by Dr. Dan Kinney and seconded by Tom Salvatore to approve the Region 5 WIOA Local Partners Memorandum of Understanding (MOU). RWDB Chair Larry McBain called for a roll call vote.

A roll call vote of the RWDB was completed to accept the MOU:

Daniel DeWall – Yes  
Mick Hatcher - Yes  
Larry McBain-Chair - Yes  
Tom Grau-Yes  
Dr. Dan Kinney-Abstained due to conflict of interest  
Tom Salvatore-Vice Chair – Yes  
Janet Adams-Yes  
Margene Bunda-Yes  
Julia Geopfert-Yes

Jane Hambleton-Absent  
Lois Irwin-Absent  
Logan Welch-Absent  
Pat Essing-Absent

Motion was carried unanimously by the RWDB with one member abstaining.

CEO Rick Rasmussen moved to approve the Region 5 WIOA Local Partners Memorandum of Understanding (MOU) with Clarence Siepker seconding. CEO Chair Doug Bailey called for a roll call vote.

A roll call vote of the CEO's was completed to accept the MOU:

Mike Cooper-Yes  
Clarence Siepker-Yes  
Doug Bailey-Yes  
Carl Mattes-Yes  
Rick Rasmussen-Yes  
Clark Fletcher-Absent

Motion carried unanimously by the CEO's.

The Region 5 WIOA Local Partners Memorandum of Understanding (MOU) approved.  
The RWDB and CEO Chairs signed the Signature page of the MOU.

### **Transition of Service Provider from IWD to ICCC**

Sara Messerly reported that July 1, 2016 is the date for ICCC to become the new service provider for the WIOA Title I Adult and Dislocated Worker programs. Sara Messerly will be assisting Lindsay Henderson, ICCC, with the transition. PACE and GAP personnel will be moving to the IowaWORKS Center in addition to WIOA staff. Lindsay Henderson will be supervising those programs for ICCC in addition to the WIOA Title I programs. No IWD staff will lose their jobs. They are already working with other programs in addition to WIOA, and will be absorbed more fully into those other programs. Lindsay is on vacation this week and regrets not being able to be present at this meeting.

### **Financial Report**

Pat Daly reported that the WIOA Dislocated Workers program will hit spending over 80% of their funds. The Adult program will not hit the 80% mark. The RWDB had previously approved transferring \$10,000 from the Adult program to Dislocated Worker. However in hindsight, Pat states she should have recommended transferring \$25,000 instead. There were more Dislocated Workers needing services. Sara added that PACE and GAP funds through the State have reduced the need for spending as much WIOA Adult funds on participants. WIOA

Administration funds have already been spent, and are being supplemented by IWD Penalty & Interest funds. The Youth program will hit spending at least 80% of their funds.

### **Iowa Works Center Update**

Sara Messerly gave the following report:

During the week of May 24 through May 29, 2016, the traveling Heavy Construction Simulator from Hawkeye Community College was stationed in the IowaWORKS parking lot. The simulator was made available through a Wal-Mart Foundation Grant and IWD state administration. The purpose of the grant was to give low income women and minorities an opportunity to learn about these good paying occupations and experience what it feels like to operate heavy equipment. Sara handed out a summary report. The event was well attended, with over 180 in attendance. This included Center customers, PROMISE JOBS participants, high school and college students, residents of the Rabiner Treatment Center, the Correctional Residential Facility, and the North Central Correctional Facility in Rockwell City. In addition to the simulator, IWD staff also hosted a Heavy Equipment Job Fair at the Center, and an ICCC display of related courses information.

On June 27 & 28, 2016 there is a WIOA partner's conference called One Door Many Paths. This will be held at Altoona, Iowa. Registration for this is filling up fast. Sara handed out conference information in case anyone would like to attend.

On May 4, 2016, the IWD State Director, Beth Townsend, visited the Fort Dodge Center for a meet and greet. Some of her division and department administrators were also in attendance. They all gave a brief presentation to staff, informing them of what their departments do, and upcoming changes that they are making. Everyone appreciated having them come and visit the center, and the chance to get to meet them.

We have begun offering NCRC testing services at the Alternative School, and will be looking for more ways to increase our services to that population also. We have been working with the other regular high schools in the area, but it is important to reach this population too. Many times they need assistance in career guidance and job seeking skills.

Discussion followed, and Dr. Dan Kinney said there is a need to keep youth in this area and also bring more workers in. The nurses in the area are an older group and we will need to get some younger ones trained in this field.

The welding school is an expensive one to provide but would like it to grow. Welding has been offered at other locations outside of Fort Dodge, but it is not easy to find instructors or equipment that is available in other areas.

Dr. Kinney added that the truck driving class is a program that people can get through rather quickly and get out in the work world. There is always a need for truck drivers.

## **Youth Program**

Teresa said right now things are pretty much status quo. Many kids are earning incentives for accomplishing their goals this time of year. The youth program is gearing up for next year. Currently there is less money to work with and help from the partners will be appreciated. Through co-enrollment, there can be a blending and braiding of funds to provide services.

## **Partner Input**

Ann Waynar with ABE and ESL at ICCC, said that the referrals are going smoothly. There are more ESL students and the program needs to keep expanding. There will be more partnering so that their participants will also be receiving job readiness training. Dr. Kinney added that there will be an expansion of non-credit classes so that they can take shorter classes to learn specific skills. There will be more emphasis on helping those with no high school diploma or equivalency to become connected with Career Pathways. We need to keep our youth and new lowans here, and get them trained to fill jobs here.

Dr. Kinney shared that Smitty's Nursery may be contacting Proteus for help needed with new workers from Mexico. ICCC will be holding ESL classes for them this summer.

## **Public Comments**

An opportunity for public comment was provided with no comments made from the public.

## **Adjournment**

The next regular meeting will be held Monday, September 19, 2016 at 4:00 PM, per the board's request. The meeting will be here at the IowaWORKS Center.

Motion for adjournment made by RWDB Tom Salvatore and seconded by Dan DeWall.

Motion for adjournment made by CEO Doug Bailey and seconded by Rick Rassmussen.

The motion carried unanimously by both boards and the meeting was adjourned.

Respectfully submitted,

Cynthia Meek, RWDB Staff Support

